



STAFF DEVELOPMENT FOR PROSTHETIC AND ORTHOTIC DEVICE MANUFACTURING FACILITY IN HULHUMALE' HOSPITAL

TENDER/HMH/2023/033

JUNE 5, 2023

HULHUMALE 'HOSPITAL

Huvandhuma Hingun, Hulhumale', Rep. of Maldives

INVITATION TO TENDER

Hulhumale' Hospital is seeking eligible bidders to submit proposals for "staff development for prosthetic and orthotic device manufacturing facility at Child Development Centre" as per the scope given by Hulhumale' Hospital.

1. Important notice to bidders

- 1.1 Bidders are advised to carefully read this tender information sheet.
- 1.2 It is recommended that bidders include a price that covers every component of the scope of work.
- 1.3 A completed and signed "bid submission form" must be submitted along with the proposal.
- 1.4 The bidder must be registered, a well-established party, and must provide a continuous service. The bidder must follow the rules and regulations set by the government.
- 1.5 Only the registered bidders will be allowed to submit bids for the tender. It is the responsibility of the bidder to ensure that Hulhumale' Hospital has received the bid registration form by the registration deadline and that a registration confirmation email has been received by the bidder within one working day of the date it was emailed.

2. Scope

- 2.1 Bidders are required to facilitate training for 2 staff selected by Hulhumale' Hospital to abroad for Prosthetic and Orthotic Technician training program for a period of one year.
- 2.2 The vendor shall pay for all costs and allowances specified in the TOR for this tender during the staff training period.

S.No	Item Description	Unit	Quantity Required
1	STAFF TRAINING	STAFF	2
<i>NOTE: TOR will be issued to registered bidders together with the registration confirmation email.</i>			

3. Bid Evaluation Criteria

1	Price	100 Points
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4. Documents required

4.1 Proposal

- 4.1.1 Quotation
- 4.1.2 The validity of a quotation must not be less than 90 (ninety) days from the date of submission.

4.2 Company information / Profile

- 4.2.1 Company profile must include company name, address, phone number and email address.

Company main business/s

4.3 Other documents

- 4.3.1 Copy of company registration certificate
- 4.3.2 Company Profile Information sheet issued by the Ministry of Economic Development
- 4.3.3 GST Registration certificates (If applicable)
- 4.3.4 Tax Clearance Report (Past 3 months from the date of bid submission)
- 4.3.5 A completed and signed "bid submission form"

4.4 Bid Security

- 4.4.1 Bidders must submit a bid security of MVR 5,000 (five thousand) for the tender.
- 4.4.2 The validity of bid security must not be less than 90 days from the date of bid opening.
- 4.4.3 A cashier's cheque or a guarantee from a registered financial institute will be accepted.
- 4.4.4 Bid security format is attached with this tender information sheet.

5. Submission of price

- 5.1 The technical team at the hospital will assess the proposed price using a survey. Market prices will serve as the foundation for this survey.
- 5.2 The proposal will be rejected if the prices are not within a reasonable range, and the bidders will be informed accordingly.
- 5.3 All prices are to be quoted in Maldivian Rufiyaa (MVR)
- 5.4 The price must include GST (If applicable)
- 5.5 Bid Price shall be inclusive of all taxes.

6. Submission of proposals and bid evaluation.

The documents must be submitted in a sealed envelope and must be addressed as per the format below.

BID REFERENCE: TENDER/HMH/2023/033 Hulhumalé' Hospital Huvandhumaa Hingun, Hulhumalé +960 3350152
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7. Evaluation Process

All Bids shall be evaluated on the following basis for a total maximum of 100 points. Points shall be given according to the following.

7.1 Price

In calculating the score under this criterion, the party quoting the lowest Price will get the maximum points allocated under this criterion and the points for the remaining bidders will be distributed on a pro rata basis in descending order. The financial evaluation will only consider for the proposals that pass technical evaluation.

8. Bid Submission timing.

Bidders or representatives from bidders must be present at the address specified below at or prior to the time and date as stated below.

Tender Posted	5 June 2023	
Bid Registration	Bidders are required to send the filled bid registration form to tender@hmh.mv on or before 11 June 2023, 10:00am.	
Enquiries through email	Send queries regarding this tender to tender@hmh.mv before 12 June 2023, 10:00am	
Responses to Enquiries	Reply to queries regarding this tender before 13 June 2023, 14:00	
Submission and opening of proposal	Date:	15 June 2023
	Time:	11:00am
	Venue:	Valla Meeting Room, Hulhumale' Hospital
Any bid submitted after the deadline for submission of bids prescribed above, will not be accepted.		

Important Notice: Only the registered bidders will be allowed to submit bids for the tender. It is the responsibility of the bidder to ensure that Hulhumale' Hospital has received the bid registration form by the registration deadline and that a registration confirmation email has been received by the bidder within one working day of the date it was emailed.

9. Awarding

- 9.1 When the evaluation is concluded, all participants will be informed accordingly.
- 9.2 Once the contract is signed, the bid will only be regarded as awarded. Hulhumale' Hospital retains the right to reject the contract before it is signed.
- 9.3 Hulhumale' Hospital reserves the right to suspend the bidder for a period of 6 (six) months to 1 (one) year following the evaluation and awarding of the tender by the bid evaluation committee if the vendor informs that it cannot be done, if the project is delayed, or if the project is only partially completed.

10. Disqualification of bids

- 10.1 Bids will be disqualified if the bidder has provided false or forged information.
- 10.2 If the bidder fails to submit the documents specified in the tender information sheet.
- 10.3 If the information is incomplete (if the requirement or specification is not met).
- 10.4 Hiding the existence of a relationship with a close associate or relative
- 10.5 Completed bid submission form attached with this tender information sheet must be submitted along with the proposal. Failure to do so will lead to disqualification of the bid.
- 10.6 Failure to submit any document stated in tender information sheet clause 4.

Note: For additional queries please contact us on 3350152 or email us to tender@hmh.mv

5 June 2023

Procurement Department